



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Licensed Vocational Nurse (Multiple Positions)
Posting Number	PN# 110011
Department	Health & Human Services
Division	Human Services
Section	Various
Reporting Location	Various
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs basic nursing responsibilities and assists with related health clinic, hospital, home or mobile unit duties under the supervision of a Registered Nurse.

CORE FUNCTIONS

- Interviews patients and records their medical history; verifies medical histories and screens immunization records.
- Administers injections and medications using the 5 rights of medication administration.
- Assists with patient follow-up; assists nurses or physicians as directed.
- Maintains inventory of supplies and medications and cleanliness of the office/clinic.
- Participates in Quality Improvements activities to include chart reviews and fee tickets.

WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or GED certificate and graduation from a school of vocational or practical nursing.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) months of experience as a licensed vocational nurse.

MINIMUM LICENSE REQUIREMENTS

Must have a current vocational nursing license from the State of Texas and a valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

PREFERENCES

- Preference will be given to applicants with Public Health experience.
- Strong oral, written and organizational skills.
- Bilingual (English/Spanish).

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUNDED POSITIONS

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 12

\$1,055 - \$1,415 Biweekly \$27,430 - \$36,790 Annually

OPENING DATE

April 19, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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